

ELEVATOR KEYBOXES

REQUIRED IN

SAINT PAUL BUILDINGS

Where elevator fire service operation is available, a keybox, as described below, is required to be located in the elevator lobby. If a building has more than one bank of fire service elevators, and if the elevator banks are remote from each other, then each bank must have a keybox. Any exception to the location of the keybox must be approved by the Fire Marshal. **NOTE:** The City Elevator Inspector may require a keybox whether or not the elevators have fire service operation.

A keybox is a tamper-resistant box in which elevator keys are placed for Fire Department emergency use. The keys provide emergency access to elevators, and elevator machine rooms, for fire personnel.

In cases of fire or medical emergencies, it is vital that fire fighters/paramedics be able to gain access to elevator service in the building. For this reason, the Uniform Fire Code provides authority for requirement of installation of keyboxes.

TYPE -- The keybox specified for use in Saint Paul is the **ECS Elevator Fire Control Key Cabinet**, equipped with a 10404 Ace Lock. A list of companies that provide this keybox is on the back of this handout.

Installation/Maintenance - When you buy the keybox, the box door will be unlocked so that the box can be installed. For security, the box does not come with a key. When the box has been installed, and the keys clearly labeled, and someone is available at the building to meet the Fire Department, contact the Communication Center at 224-7375. A fire company will be dispatched immediately to lock the key(s) in the keybox.

Keys Required - There must be a key for the designated level switch and for each fire service elevator in the group placed in the ECS keybox. Other keys, such as elevator machine room, lunar keys, etc. should also be included in this keybox. **Only elevator keys are allowed in the elevator keybox.** Elevator fire service keys must not be placed in the keybox on the outside of the building **in lieu** of the elevator lobby keybox. **Keys stored in the keybox must be tagged and clearly labeled as to the function of the key.**

Division of Fire Prevention
Department of Fire and Safety Services
City of Saint Paul 228-6230

EK-1 FPA
Rev. 6/5/95

Millar Elevator Service Co.
2200 University Ave. #110
Saint Paul, MN 55114
646-8822

Otis Elevator Co.
2101 Minnehaha Ave.
Minneapolis, MN 55404
332-2505

Lagerquist Elevator
1801 W. River Rd. N.
Minneapolis, MN 55411
588-7844

Eagle Elevator Corp.
600 N. Fairview Ave.
Saint Paul, MN 55104
645-1543

Metro Viking Elevator Co.
2300 Myrtle Ave.
St. Paul MN 55114
647-1991

Apollo Elevator Inc.
3245 Sibley Memorial Hwy.
Eagan, MN 55121
688-6827

R & O Elevator Co., Inc.
8324 Pillsbury Ave.
Bloomington, MN 55420
888-9255

Montgomery Elevator Co.
6601 Shingle Creek Pkwy.
Brooklyn Center, Mn 55430
566-8665

Schindler Elevator Corporation
10952 Bren Road East
Minnetonka, MN 55343
939-5300

All City Elevator Inc.
245 Galaxy Dr.
Circle Pines, MN 55014
780-6396

Minnesota Elevator Inc.
St. Paul/Minneapolis
Rochester/St. Cloud
Box 26, Route 6
Mankato, MN 55601
338-3774
(24 hr. service - 571-8169)

Metro Elevator
35 Hopkins Crossroad's
Minnetonka, MN 55343
932-9868

NOTE: This listing does not represent endorsement by the Department. It's provided for information only.